



Regular Council - Minutes
Monday, July 8, 2024

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Marcus Burrell, Town Attorney
Jason Kress, Town Planner
Kim P. Batten, Assistant Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

Mayor Pro Tem Castleberry
Council Member Purvis

MEDIA PRESENT:

None

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1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No changes or additions.

Moved by: Council Member Wilson Seconded by: Council Member Jackson

Approved the Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

a) No public comments.

4. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Amending the Budget FY25

Mayor Mulhollem opened discussion to amend the adopted FY25 Budget. Discussion followed.

Moved by: Council Member Jackson Seconded by: Council Member Bruton
Approved to decrease the 4% COLA to zero percent as adopted in the FY25 Budget and increase the 2% Merit Pay up to 5% for employees.
CARRIED 2 to 1 (Wilson opposed)

- 5 **b) Discussion and Possible Action of Approving the Resolution Adopting the Town of Archer Lodge Cafeteria Plan (Resolution# AL2024-07-08)**
- Ms. Martin explained Resolution# AL2024-07-08, which has to be adopted each year.
- Moved by: Council Member Wilson Seconded by: Council Member Jackson
Adopted Resolution# AL2024-07-08 Town of Archer Lodge Cafeteria Plan.
CARRIED UNANIMOUSLY
- [AL2024-07-08 Resolution Adopting the Town of Archer Lodge Cafeteria Plan Signed](#)
-

5. **TOWN ATTORNEY’S REPORT:**

- a) **Attorney Burrell had no report.**
-

6. **ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER’S REPORT:**

- a) **Interim Financial Reports for May 2024**

Ms. Batten shared an interim summary for all funds ending May 31, 2024. She shared that revenues are around 84% collected and that expenditures are at 90% for the fiscal year. She shared that operating expenses have exceeded revenues expected.

Regarding the Capital Reserve Fund, Ms. batten shared that earlier in the year \$125,000 was transferred out. As a result the Capital Reserve fund is in a deficit of \$122,700 as of May 31.

Regarding the Park Reserve Fund, Ms. Batten explained that the investment earning along with the \$0.02 cents from the tax rate go into the fund for park expenditures and loan repayment. The fund is currently in the positive at \$26,500.

Regarding the Public Safety Fund, Ms. Batten mentioned that the only activity has been investment earnings.

When comparing revenues from May 2023 with May 2024 in the General Fund, Ms. batten mentioned that we are around \$1,900,000 more this year. She shared that \$2,300,000 of the revenue came from a grant and not from taxes. Ms. Batten stated that the expenditures for this year was around \$1,000,000 more than last year.

7. **PARK AND RECREATION DIRECTOR’S REPORT:**

- a) **Mr. Allen provided the following report:**

- Completed the third session out of a total of four for Popsicles in the Park, a family program geared toward reading literacy for youth ages 5 to 12. There was a total of 98 participants, averaging 30 participants per session.
- Starting the second session of Softball Clinics with currently 17 participants. The first session peaked at 26 participants and the

second session is full.

- Volleyball Camp being held the first week in August 2024. is at 17 participants.
- Fall Volleyball has been cancelled.
- Registration has opened for Flag Football, Baseball, and Softball with potentially 250 to 300 participants.
- Waiting to hear the results from Archery \$25, 000 and NRPA Coaching \$20,000 grants applied for.

8. TOWN PLANNER'S REPORT:

a) **Zoning Report**

Mr. Kress explained and updated the Council on the zoning report.

9. MAYOR'S REPORT:

6

- a) **In preparation of the FY2026 Budget, Mayor Mulhollem distributed a draft "Budget Review and Pushing Timeline Up List for 2026" that included budget tasks and a timeline to discuss, to hopefully reduce use of the Fund Balance. He read the list of items and shared that the purpose for gathering the information was to give Staff and Council direction for planning the FY26 budget.**

Mayor Mulhollem shared that due to family obligations he would be out of Town, Friday, June 13, 2024, through Thursday, June 26, 2024.

[Budget Review and Pushing Timeline Up for 2026](#)

10. COUNCIL MEMBERS' REMARKS:

- a) **Council Member Wilson discussed the extreme heat that has been in North Carolina and in other States and reminded everyone to stay hydrated and protect their pets from the heat while outside.**
-

- b) **Council Member Jackson expressed approval of the budget discussion. He asked everyone to keep him and the group of kids from Archer Lodge in their prayers while they are traveling to the NC Mountains and working on house roofs.**
-

7 - 8

- c) **Council Member Bruton expressed support for the budget preparation schedule. She asked everyone to remember to not just drink water when in the extreme heat, but include beverages with electrolytes as well. She distributed a leaflet, "Blueprint for Safety", that she received from the Capital Area Metropolitan Planning Organization (CAMPO).**

[CAMPO - Blueprint for Safety](#)

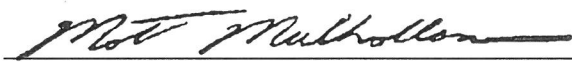
11. ADJOURNMENT:

- a) **Having no further discussion, Mayor Mulhollem called for a motion to adjourn the meeting.**

Moved by: Council Member Jackson Seconded by: Council Member Wilson

Approved to adjourn the meeting at 7:32 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor


Jenny Martin, Town Clerk



TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE TOWN OF ARCHER LODGE CAFETERIA PLAN

WHEREAS, on this date, the Town of Archer Lodge Town Council did meet to discuss the implementation of Town of Archer Lodge Flexible Benefits Plan to be effective, 7/1/2024. Let it be known that the following resolutions were duly adopted by the Town of Archer Lodge Town Council and that such resolutions have not been modified or rescinded as of the date hereof; and

WHEREAS, that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

WHEREAS, that the Plan Year shall be for a period beginning on 7/1/2024 and ending 6/30/2025.

WHEREAS, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

WHEREAS, that the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

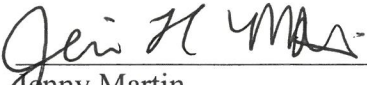
WHEREAS, the undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for Town of Archer Lodge's Flexible Benefits Plan approved and adopted in the foregoing resolutions.

NOW, THEREFORE, BE IT RESOLVED, that the Archer Lodge Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the Town of Archer Lodge Cafeteria Plan.

DULY ADOPTED ON THIS 8th DAY OF JULY 2024, WHILE IN REGULAR SESSION.

ATTEST:

 (SEAL)
Matthew B. Mulhollem
Mayor

 (SEAL)
Jenny Martin
Town Clerk



Budget Review and Pushing Timeline Up for 2026

1. Discuss the below and set a schedule in August.

- Employee benefits review and comparison (Sept)
- Review of P&R goals & programs (Sept)
- Review of other categories? (other than Sept)
- Staff & council discussion of budget goals (Jan)
- Staff & council pair up to review budget vs Actual YTD
- Each team shares recommendations with group
- Staff presentation of cumulative results to include estimated revenue projections and fund balance totals
- Individual council members meet with staff to discuss
- After hearing feedback, staff creates draft budget proposal and presents to council
- Work session to fully discuss draft budget proposal
- After feedback, Budget Officer finalizes budget proposal
- Budget Presentation
- Public review period
- Public hearing
- June Vote (separate meeting than public hearing)



BLUEPRINT FOR SAFETY

CAMPO Regional Transportation Safety Action Plan



NORTH CAROLINA
Department of Transportation



NC Capital Area Metropolitan Planning Organization

The North Carolina Capital Area Metropolitan Planning Organization (CAMPO) and North Carolina Department of Transportation (NCDOT) are developing a plan for improving safety in our region. This study is a partnership with local officials, community organizations, residents, workers, and visitors across the region.

Blueprint for Safety Plan Priority:

Significantly reduce fatalities and serious injuries on the region's transportation network.

The Plan Will:

- ▶ Inform regional efforts taken toward safer travel ways.
- ▶ Increase awareness of transportation safety and risks.
- ▶ Recommend safety improvements – for all travelers (e.g., drivers, pedestrians, cyclists).

HOW ARE WE CREATING A SAFETY PLAN?



2

DEFINE where transportation safety is most at risk.

3

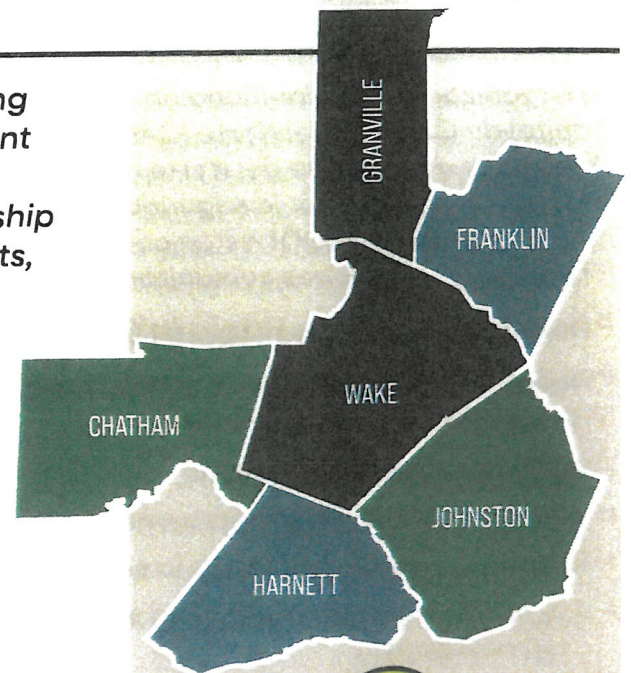
ANALYZE available safety data and current roadway plans in the CAMPO region.

4

INCORPORATE equity into transportation planning.

5

COLLABORATE to implement a transportation safety plan for all users.



SURVEY You are here!

1

WHAT DO YOU THINK? HOW CAN TRAVEL BE SAFER IN YOUR COMMUNITY?

Visit <https://publicinput.com/blueprintforsafety> or scan this QR code to **take the survey**, find more information, and sign up for updates!



<https://publicinput.com/blueprintforsafety>



MAPA HACIA LA SEGURIDAD

CAMPO Plan de Acción Regional de la Seguridad de Transporte



NORTH CAROLINA
Department of Transportation

CAMPO

NC Capital Area Metropolitan Planning Organization

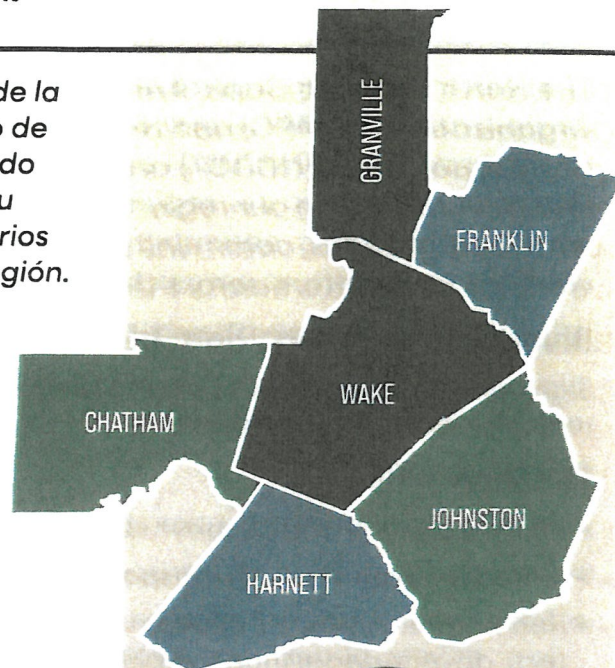
La Organización de Planificación Metropolitana del Área de la Capital de Carolina del Norte (CAMPO) y el Departamento de Transporte de Carolina del Norte (NCDOT) están desrollando un plan para aumentar la seguridad en las carreteras en su región. CAMPO y NCDOT están colaborando con funcionarios locales, organizaciones comunitarias, y residentes de la región.

Prioridad del Mapa Hacia la Seguridad:

Reducir significativamente muertes y heridos graves en la red de transporte de la área.

Adicionalmente, el plan:

- Informará los esfuerzos para carreteras más seguras.
- Recomendará aumentos en la seguridad.
- Aumentará la conciencia de la seguridad y los riesgos del transporte.



¿CÓMO CREAMOS UN PLAN DE SEGURIDAD?



2

DEFINIR donde la seguridad del transporte corre mayor riesgo.

3

ANALIZAR datos de seguridad disponibles y planes vials actuales en la región de CAMPO.

4

INCORPORAR la equidad en la planificación del transporte.

5

COLLABORAR para implementar un plan de seguridad vial para todos los usuarios.



ENCUESTA ¡Está aquí!

1

COMPARTE CON NOSOTROS COMO LAS CARRETERAS PUEDAN SER MAS SEGURAS EN SU COMUNIDAD:

Escanee el código QR o haz clic en este enlace para contestar unas preguntas sobre la seguridad de las carreteras en la región de CAMPO .



Para más información:
Vaya al sitio web del Blueprint for Safety Plan para información general y actualizaciones del plan.

<https://publicinput.com/blueprintforsafety>